



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: January 12, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

CE V

Bridge Maintenance Engineer  
Region 2/District 3/Operations  
Highways  
Ottawa

Attachments  
40705

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Civil Engineer V

**Salary Range:** \$6,315 - \$10,210

**Position Title:** Bridge Maintenance Engineer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW115-23-53-508-00-01

**IPR#:** 40705

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#### Office/Central Bureau/District/Work Address:

Division of Highways/District 3/Region Two/Bureau of Operations, 700 East Norris Drive, Ottawa, IL

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#### Description Of Duties:

This position is accountable for the district's bridge inspection and maintenance program; ensures the Department meets FHWA Bridge Matrix Guidelines, and works closely with the Programming Engineer for the replacement and repair of structures in the district.

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#### Special Qualifications:

***The following criteria is required:***

- A current Illinois Professional Engineer license
- Valid driver's license
- Must be a National Bridge Inspection Standards (NBIS) Program Manager, as defined by the Bureau of Bridges and Structures Structural Services Manual Section 3.9.2.4, and have a Bridge Element Level Inspection Certification or achieve these qualifications within twelve months of accepting the position.

***The following criteria is desired:***

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Ability to direct the work of other engineers, mechanics, equipment operators, and laborers
- Strong communication skills

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#### Shift/Remarks:

8:00 am - 4:30 pm/ Monday-Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	September 2015	<b>POSITION:</b>	Bridge Maintenance Engineer
<b>APPROVED BY:</b>	<u><b>Bruce Hucker</b></u>	<b>DIVISION:</b>	Highways/District 3/Operations
<b>CODE:</b>	PW115-23-53-508-00-01	<b>REPORTS TO:</b>	Operations Engineer

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***POSITION PURPOSE***

This position is accountable for the operation, inspection, minor repair work, and routine maintenance of all state-maintained bridges and subways in the district.

***DIMENSIONS***

Subordinate Personnel:	2 Direct; 14 indirect
Number of Bridges:	780
Equipment Value:	\$350,000

***NATURE AND SCOPE***

This position reports to the Operations Engineer as do the Traffic Operations Engineer, Maintenance Field Engineers, Services and Development Chief, and the Design and Planning Engineer. Reporting to this position is the Bridge Repair Technician and the Bridge Engineer Inspection Specialist.

The incumbent is responsible for the normal and emergency maintenance and repair of all bridges in the district on the state maintained highway system. The maintaining of these bridges for the continued safe use by the motoring public presents a challenge to the position and necessitates a continuing program of thorough inspection and rating, the application of sound engineering judgment and timely and carefully budgeted maintenance and repair.

Most typical problems concern the inspection of bridges in the district, the planning and supervision of the repair and maintenance work performed by the bridge maintenance crew or by Day Labor forces. The incumbent, in facing these problems, must make decisions regarding maintenance techniques and work priorities, training and evaluating subordinates, and communicating with the general public regarding bridge problems. The greatest challenge to the position is to accomplish needed repairs and maintenance of bridges through the prudent use of manpower and funds. Effective decision making concerning bridge maintenance priorities, and the motivation of subordinates through guidance and good human relations is required to accomplish the best possible bridge maintenance with the resources available.

The incumbent develops and implements plans and programs to accomplish the physical upkeep of state bridges. Through periodic observation and inspection, the incumbent directs personnel in bridge examinations, minor repairs, routine maintenance, and subway pump installations. In addition, the incumbent recommends major rehabilitation as required. The incumbent formulates and submits long and short term programs for the repair and replacement of all bridges in the district and monitors all repairs accomplished by the district forces and Day Labor to ensure compliance with plans. Upon request, this position reviews preliminary bridge plans and attends final acceptance field reviews of constructed bridges. The incumbent also trains, motivates, and evaluates subordinates. During emergency situations, such as heavy snow or rain, this position aids in the supervision of maintenance operations by communication, coordination, and road condition inspection.

The incumbent accomplishes his/her accountabilities through the following positions:

Bridge Repair Technician – who, with a crew of Highway Maintainers, performs general maintenance, and does minor repairs and general preventive maintenance on all bridges in the district.

Bridge Engineer Inspection Specialist – who, with a staff, inspects and rates each and every bridge on a regular basis.

The incumbent has authority to resolve most problems within the area of jurisdiction and refers to his/her supervisor only such problems as requests for additional resources necessary to accomplish the workload. The incumbent may purchase supplies required for his/her unit to perform their duties. This position operates under the policies of the Bureau of Operations, state regulations and policies, National Bridge Inspection Standards, Bureau of Bridges and Structures Bridge Element Inspection Standards, and Coast Guard regulations concerning navigational controls.

The incumbent also has considerable latitude involving program planning and employee counseling and evaluation. Problems beyond the authority of the incumbent such as complex maintenance techniques, bridge closures, and unusual private citizen complaints and/or requests will be referred to the Operations Engineer along with recommendations.

Within the department, significant contacts occur with all district bureaus, the Central Bureau of Operations and the Central Bureau of Bridges and Structures. The incumbent will frequently contact the Materials Engineer for inspection of materials and supplies and the Construction Engineer for assistance and coordination of the supervision of contact repairs or maintenance. Outside the department, the incumbent will have contact with material suppliers for coordination of the fabrication and delivery of materials to be used in repairs; the Federal Highways Administration regarding compliance with National Bridge Inspection Standards; the Corps of Engineers to discuss channel changes affecting structures, and the United State Coast Guard regarding clearances and navigational lights used on bridges. Local governmental officials will often consult with the incumbent concerning bridge problems. Frequent travel is required within the district, and infrequent travel is required to other parts of the state and outside the state.

In evaluating the performance of the incumbent and his/her unit, the major end result of this position is the maintenance of bridges in the district for the continued safe use by the motoring public.

### ***PRINCIPAL ACCOUNTABILITIES***

1. Develop and implant plans and programs to assure year round maintenance of bridges.
2. Direct inspections, minor repair work, and routine maintenance of all bridges in the district to determine repair of maintenance required at each structures.
3. Compile records and prepare reports regarding bridge maintenance for accounting purposes.
4. Review as requested preliminary bridge plans for future construction to ensure needs are being addressed.
5. Attend field review inspections as requested for final acceptance of bridge construction.
6. Train, motivate and evaluate subordinate personnel.
7. Supervise or aid in emergency maintenance.
8. Responsible for performing duties in accordance with departmental safety policies.
9. Responsible for supervising, training and motivating subordinate personnel. Ensures compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required.